# Session overview

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| **Trainer Name** |  |
| **Title of Session** |  |
| **Overall Learning Objective***By the end of this session trainees will be able to…* |  |
| **What I know about the trainees***e.g. subject knowledge, previous online training experience* |  |
| **Preparing solutions to problems** | **Problem I expect** *e.g. learners aren’t sure what to write on the screen* | **My solution***e.g. do the first example myself* |
| **My personal development goal***e.g. use my voice effectively, manage timing better* |  |

# Detailed session plan

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| Slide number | Time | Learning objective | Activity Type + Tool | Trainer Notes | Preparation |
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